



DISTRICT OF COLUMBIA **AIR** NATIONAL VACANCY ANNOUNCEMENT

POSITION TITLE, SERIES, GRADE, & NUMBER MAXIMUM GRADE AREA OF CONSIDERATION

****THIS IS A DUAL TECHNICAN/AGR ANNOUNCEMENT****

SECRETARY (OA)

TSG

AGR SOURCE

GS-0318-07, N0065

\$29,966-\$38,954

GROUP I

AREA (S) OF CONSIDERATION: **GROUP I – Individuals currently employed (permanent and indefinite) in DCARNG/DCANG.**
GROUP II – Individuals who are currently military members of the DCARNG/DCANG.
GROUP III – Individuals who possess the necessary qualification for the military membership in the DCANG.

AGR AREA OF CONSIDERATION: **AGR – RESOURCE AVAILABLE** (See (B) Instruction for Applying)
CURRENT ON-BOARD AGR – AGR personnel currently serving under TITLE 32 USC 502(f)

ANNOUNCEMENT NUMBER

OPENING DATE

CLOSING DATE

TECHNICAN: 01-084

03 Aug 01

17 Aug 01

AGR: 01-496

SUBMIT APPLICATIONS TO:

TYPE OF
POSITION

TYPE OF
APPOINTMENT

BRANCH OF
SERVICE

HUMAN RESOURCE OFFICE

AGR

ENLISTED

ANG

DC NATIONAL GUARD

2001 East Capitol Street

Washington, DC 20003-1719

WORK LOCATION

113th WG, DCANG

**** Obligated Position ****

May lead to permanent

ANDREWS AFB, MD

CONDITION OF EMPLOYMENT:

***National Guard Membership:** Prior to appointment to this position, selectee must be a member of the District of Columbia **AIR** National Guard.

***Electronic Funds Transfer:** Selectees is required to participate in electronic funds transfer/direct deposit.

***Military Duty Assignment:** Selectee will be assigned to a compatible military position in the following AFSC or SSI specialties:

AFSC: 3A0XX

The following Full-time National Guard Tour (AGR) is available for qualified District of Columbia National Guard personnel and personnel eligible for appointment under the provisions of 10 USC 681, Title 32, Section 502 (f) Public Law 98-94 (State) for a initial period of ONE to SIX years. Currently employed AGR personnel who meet all qualifications will have priority consideration for this position under the provisions of the Career Development Program.

INSTRUCTIONS FOR APPLYING: Applications for this announcement **must** be submitted on or before 1600 hours on the closing date to the Human Resource Office, 2001 East Capitol Street, Washington, DC 20003-1719. **NGB 34-1 and copies of the following documents must be submitted with applications: RIP, (Report of Individual Person and any DD 214's).** POC SPC Cheryl Bell, Personnel Staffing Specialist at 202-685-9760 or TSgt Steffaine Bowman, AGR Staffing Specialist at 202-685-9767 (DSN 325). **All KSA's must be addressed by element on a separate paper.**

EQUAL EMPLOYMENT OPPORTUNITY: All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, age, physical handicap, or membership/non-membership in an employee organization, in conformance with Air National Guard Regulation 40-1613.

EVALUATION PROCESS: Applications will be evaluated solely on information supplied in the application (NGB 34-1) and other required documents. All qualified applicants may be required to meet a formal interview/selection board. HRO will not make copies of NGB 34-1's on file in HRO. Each applicant will be required to submit applications by announcement number.

AN EQUAL OPPORTUNITY EMPLOYER

INSTRUCTIONS FOR APPLYING:

A. TECHNICIANS: Submit optional application for Federal Employment (OF 612), SF 171. Technicians employed by the DC National Guard may submit a SF 172 if they have a current SF 171 on file. SF 171's dated prior to Jun 88 will not be submitted. ****ALL KSA'S MUST BE ADDRESSED BY ELEMENT ON A SEPARATE PAPER****

B. AGR: (a) Applicants must submit a NGB 34-1, a Report of Individual (RIP) and DD Form 214 (for all periods of service) (if applicable) to: Human Resources Office, 2001 East Capitol Street, Washington, DC 20003-1719. All applicants must contain current military assignment, grade, primary control, and secondary AFSC's. (b) Failure to submit any or all items listed above may result in nonconsideration of your application for the position. ****ALL KSA'S MUST BE ADDRESSED BY ELEMENT ON A SEPARATE PAPER****

BRIEF DESCRIPTION OF DUTIES: Receives visitors and telephone calls. Keeps the supervisor's calendar. Prepares responses to requests for general information concerning the organization's functions from source material. Make arrangements for conferences and meetings, including such matters as location, schedule, agenda and attendance list. Read incoming correspondence, publications, regulations, and directives, which may affect the supervisor. Reviews outgoing correspondence for proper format, conformance with general policy and procedural instructions, grammar, accuracy and inclusion of necessary attachments. Provides assistance in the procedural aspects of the office, including distributing work to clerical personnel. Maintains office files of correspondence, directives, regulations, and other information. Arranges for travel, arranges visit schedules, notifies organizations and officials to be visited, makes reservations, and submits travel vouchers and reports. Performs other duties as assigned.

QUALIFICATIONS: GS-07

GENERAL EXPERIENCE: Experience performing any combination of the following tasks: typing (letters, forms); general clerical (answering the telephone, receiving visitors, composing correspondence, filing, reviewing outgoing correspondence for grammar, format, etc.)

SPECIALIZED EXPERIENCE: Must have nine (12) months in the following Knowledge, Skills, and Abilities as described below: ****ALL KSA'S MUST BE ADDRESSED BY ELEMENT ON A SEPARATE PAPER****

A. Skill in operating a typewriter.

B. Knowledge of grammar, spelling, punctuation, and required formats.

C. Knowledge of the organization and function, sufficient to refer visitors, telephone calls, and mail.

D. Ability to keep supervisor's calendar, to arrange meetings and conferences, reserving conference rooms and notifying all participants; making travel arrangements, typing travel vouchers and reports.

E. Ability to establish a filing system, to classify, retrieves, and disposes of materials.

DOCUMENTATION OF EXPERIENCE MUST ADDRESS KSA'S AS OUTLINED FOR THIS VACANCY.

(Incomplete Applications Will Not Be Rated)